

# Quick guide for MEMOplanner

Step-by-step how to add, edit and delete activities

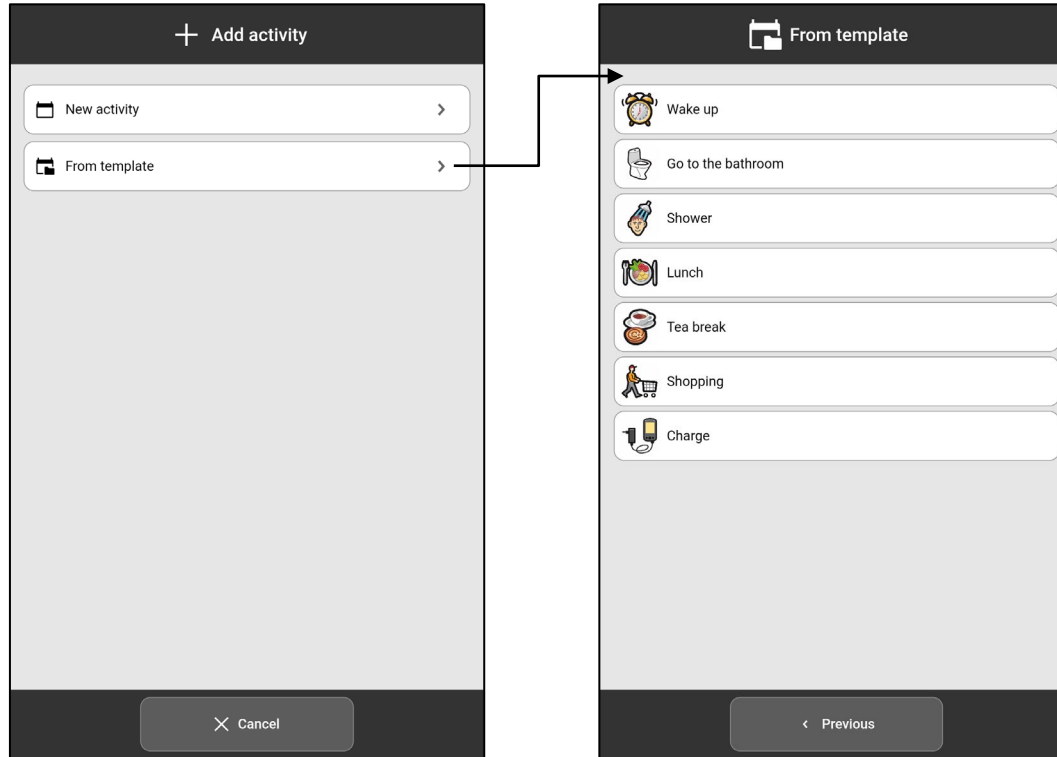
Generation 4





# Add activity

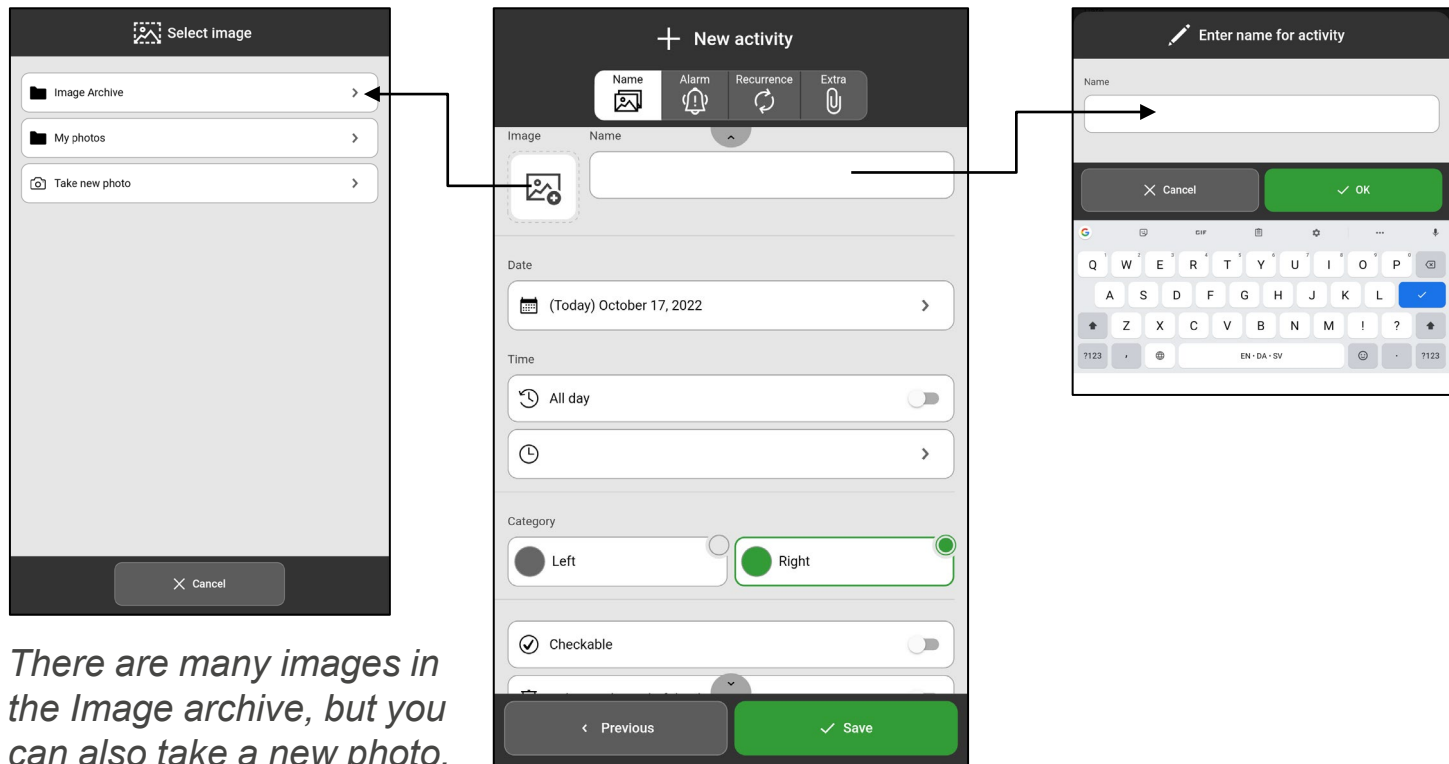
1. Tap  .
2. Select **New activity** or **From Template**.



*It is easy and fast to use activities that have been prepared in advance and are saved as templates.*

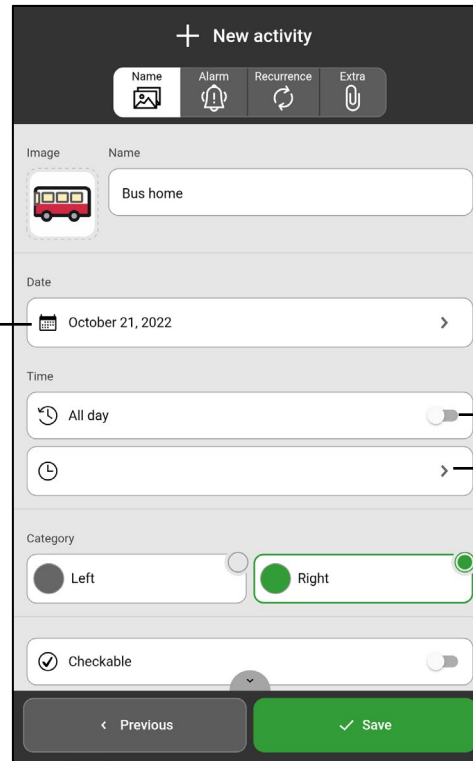
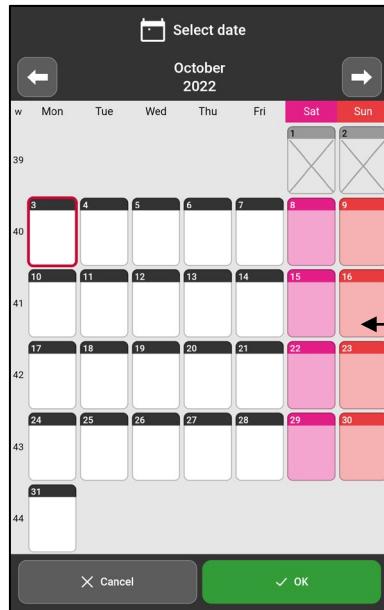
# Add activity

3. Select **Image** (optional).
4. Enter **Name**.

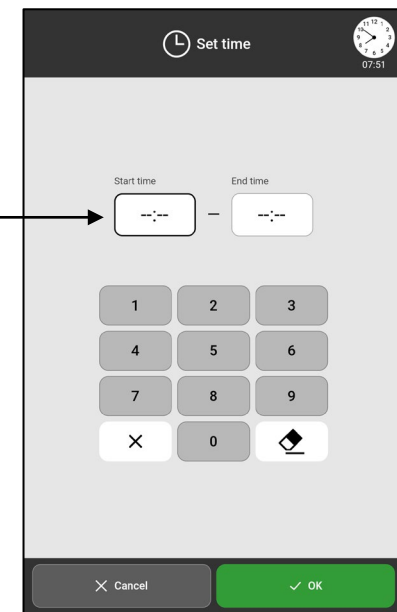


# Add activity

5. Select **Date**.
6. Select **Time** (End time is optional), or select **All day**.

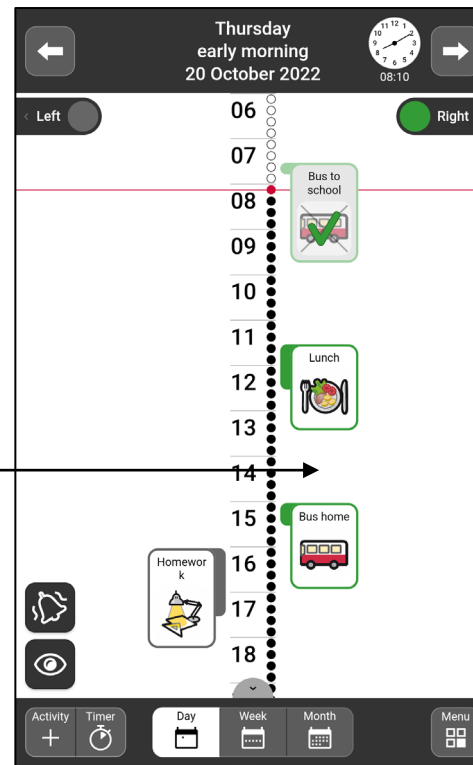
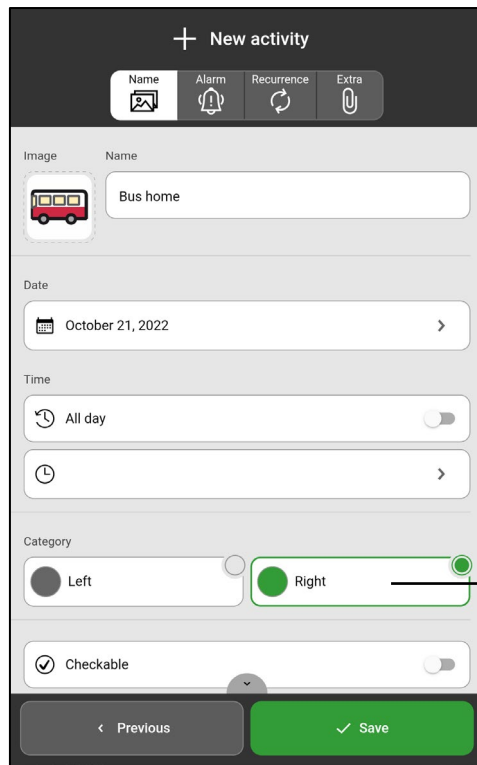


*All day: Enable if an activity does not need a start or end time, such as someone's birthday. The activity appears below the date and time information in the daily calendar.*



# Add activity

## 7. Select **Category**. (Left or Right)



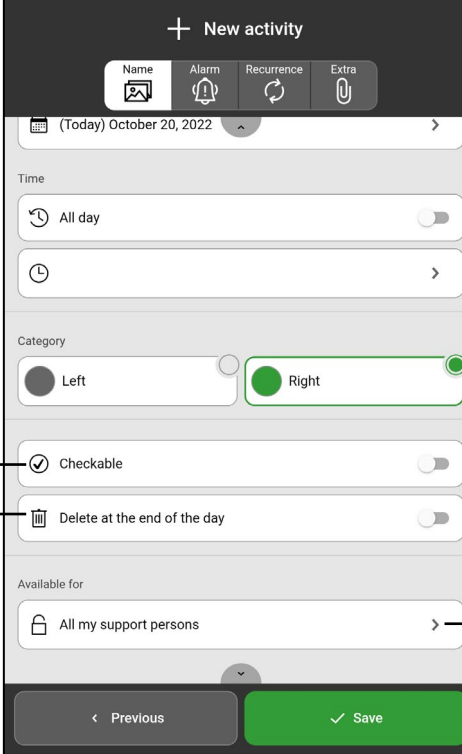
***Left/Right:** The activity is shown either on the left or right side of the timeline.*

# Add activity

8. Select **Checkable** and **Delete at the end of day**.
9. Select **Available for**.

*If “Checkable” is selected:  
You can mark the activity  
as done and clearly see the  
check mark in the calendar.*

*If “Delete at the end of  
day” is selected: The  
activity is deleted from the  
calendar the next day.*



The screenshot shows the 'New activity' form with the following settings:

- Name:** (empty)
- Alarm:** (empty)
- Recurrence:** (empty)
- Extra:** (empty)
- Time:** All day (checked)
- Category:** Right (selected)
- Checkable:** (checked)
- Delete at the end of the day:** (checked)
- Available for:** All my support persons (selected)


***Available for:** The activity is  
visible in the myAbilia calendar  
for Only me, All my support  
persons or Selected support  
persons.*

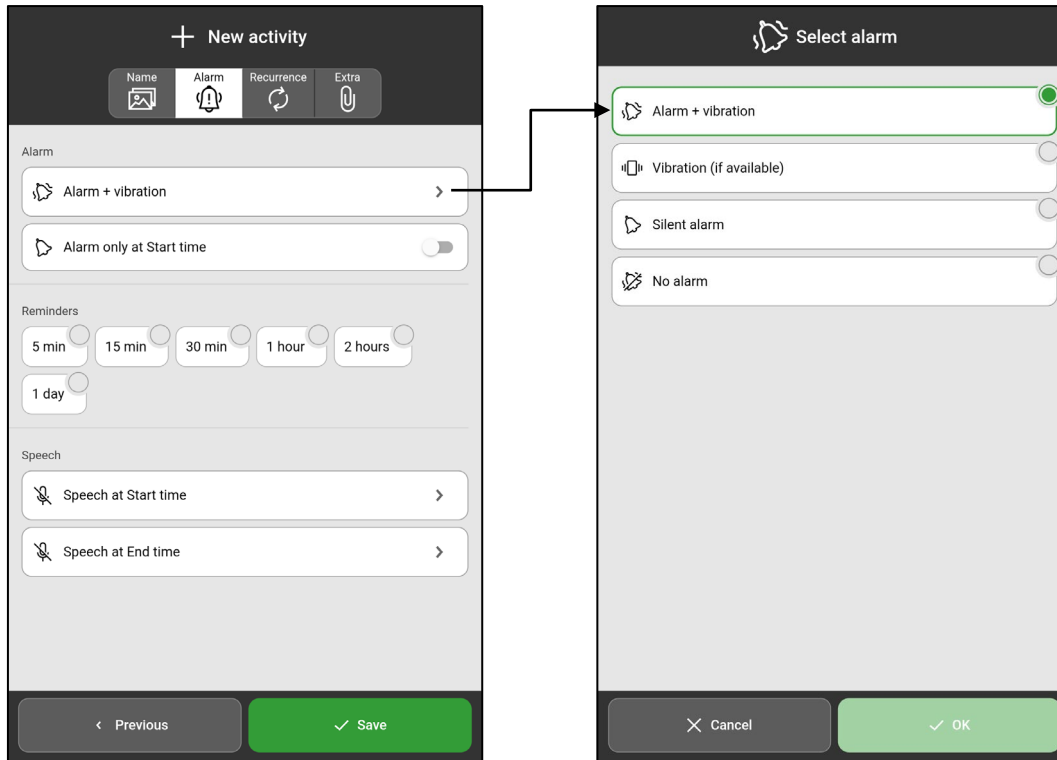
## **NOTE**

*Settings for "Available for" are  
only shown if there are support  
persons connected to the  
logged-in account. Support  
persons are added via myAbilia.*

Extra

# Add activity – Alarm

10. Select the tab **Alarm** .
11. Select how the activity should **alarm**.
12. Select whether there should be an **Alarm only at Start time**.

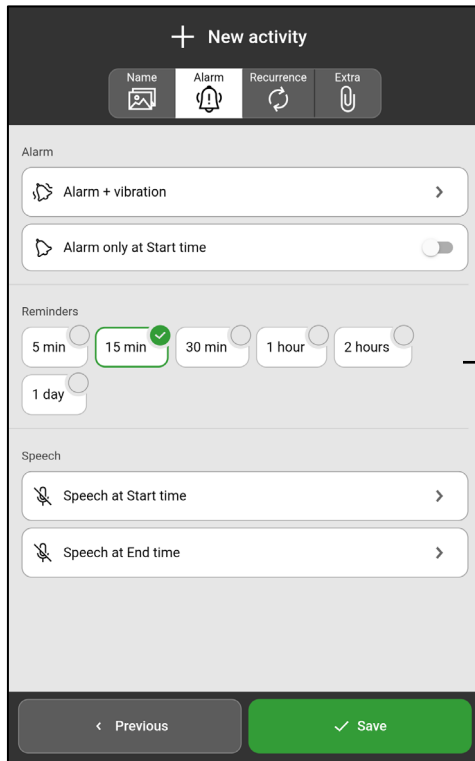




Extra

# Add activity – Reminders

13. Select **Add Reminders**, if there should be reminders before the activity begins.





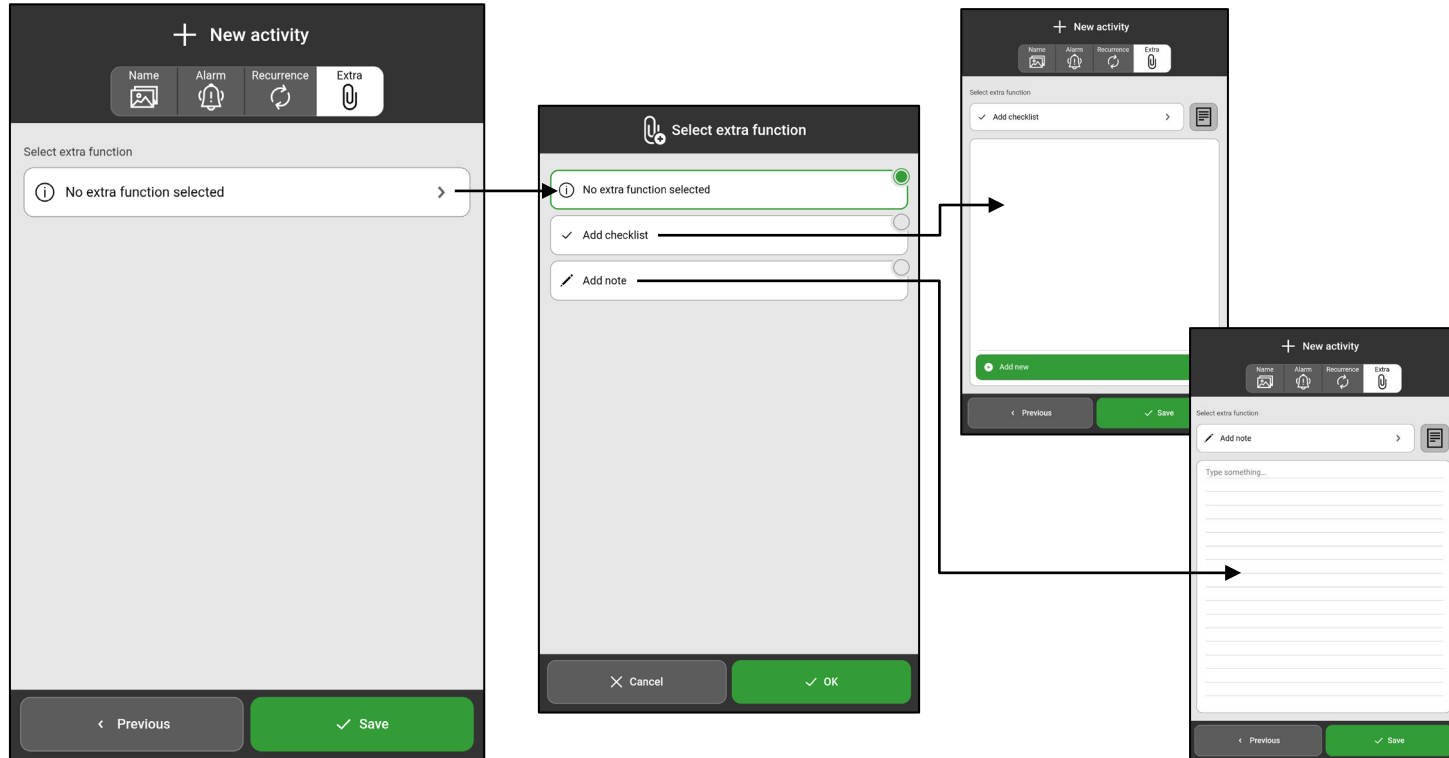
The screenshot shows the 'New activity' configuration screen. At the top, there are four tabs: 'Name', 'Alarm', 'Recurrence', and 'Extra'. The 'Alarm' tab is active. Below the tabs, there are sections for 'Alarm', 'Reminders', and 'Speech'. In the 'Reminders' section, there are radio buttons for '5 min', '15 min', '30 min', '1 hour', '2 hours', and '1 day'. The '15 min' option is selected, indicated by a green checkmark. At the bottom of the screen, there are two buttons: '< Previous' and a green 'Save' button.

***Reminders:** Select one or more times when a reminder should sound before the activity starts.*

Extra


# Add activity – Checklist or Note

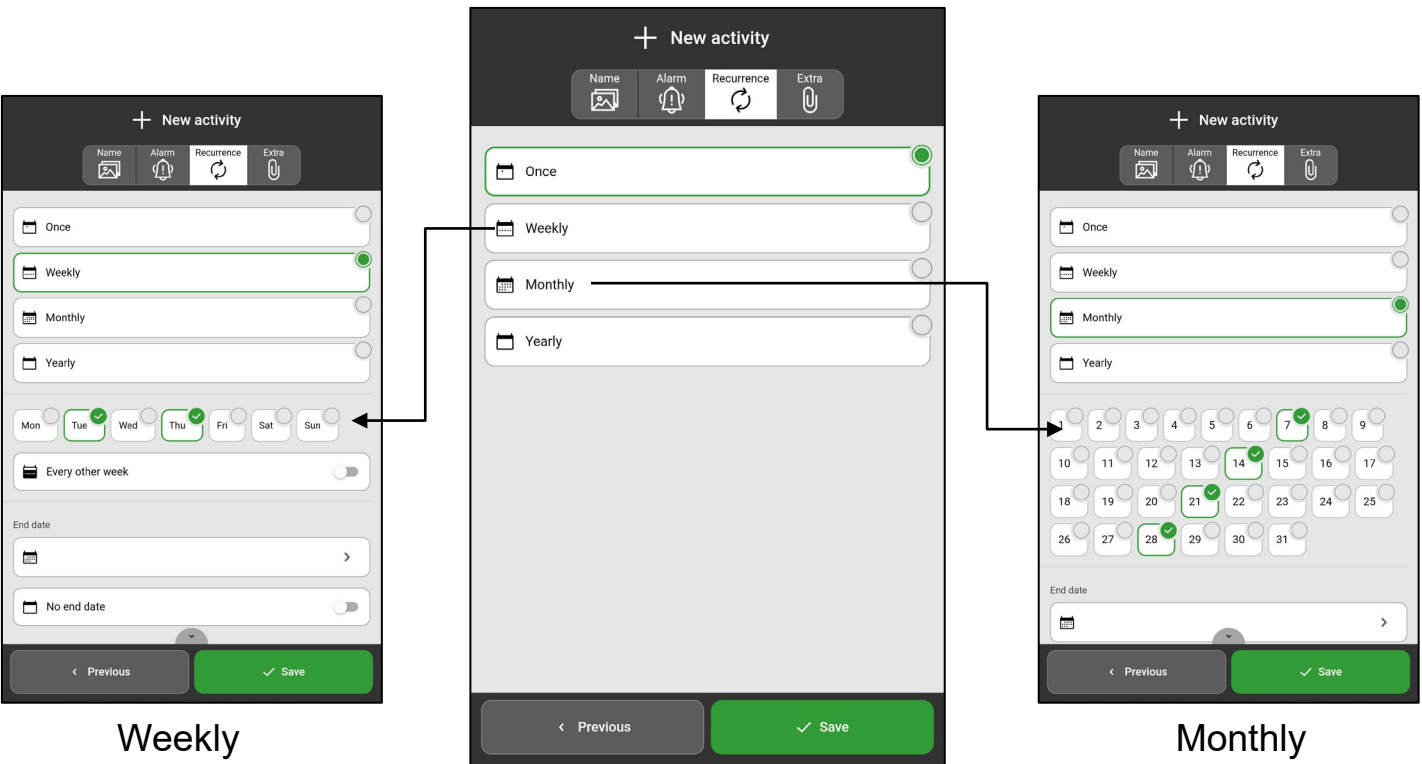
14. Tap the tab **Extra** .
15. Select **Add checklist** or **Add note**.  
Choose a template from the library  or create a new one.





# Add activity – Recurrence

- 16. Press the tab **Recurrence** .
- 17. Select if the activity should take place one or more times. For example, every Tuesday and Thursday.



The image displays three sequential screenshots of the 'New activity' application interface, specifically the 'Recurrence' tab. The first screenshot shows the 'Weekly' recurrence option selected, with the days of the week (Mon-Sun) and a calendar grid below it. The second screenshot shows the 'Recurrence' tab selected, with options for 'Once', 'Weekly', 'Monthly', and 'Yearly'. The third screenshot shows the 'Monthly' recurrence option selected, with a calendar grid below it. Arrows indicate the flow from the first screenshot to the second, and from the second to the third.

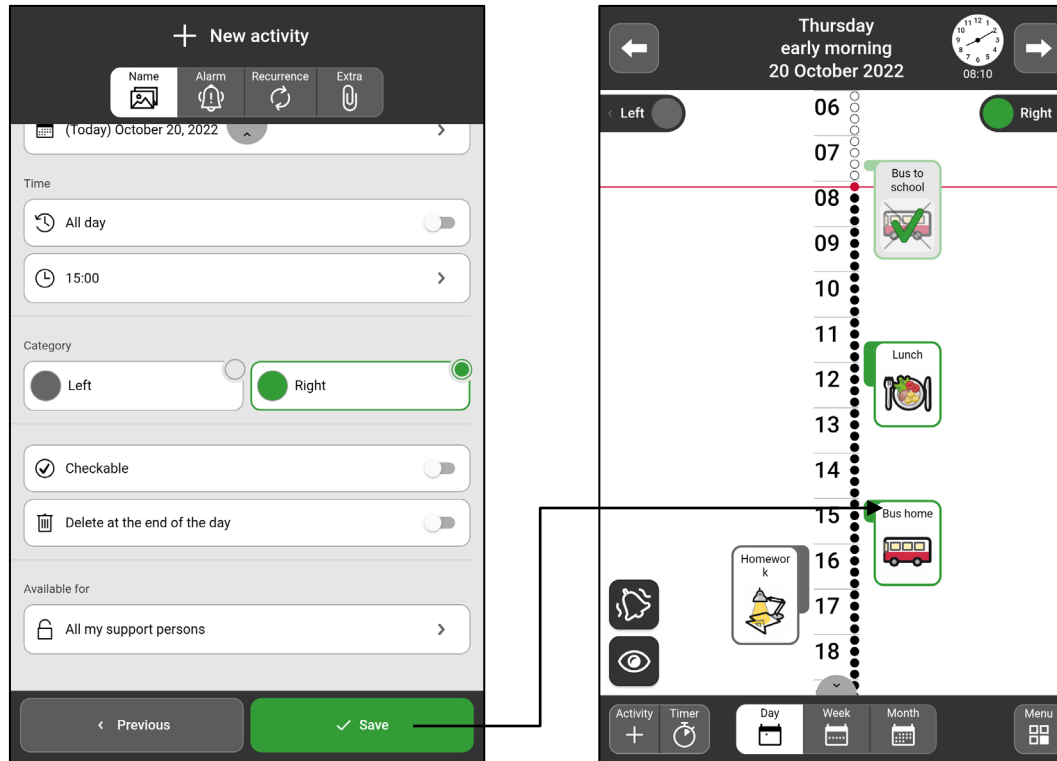
**Weekly**

**Monthly**

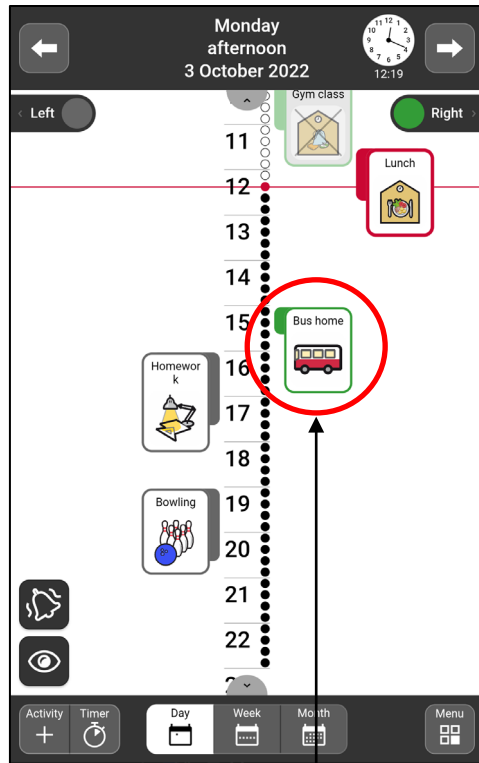
# Add activity – Save

## 18. Tap **Save**.

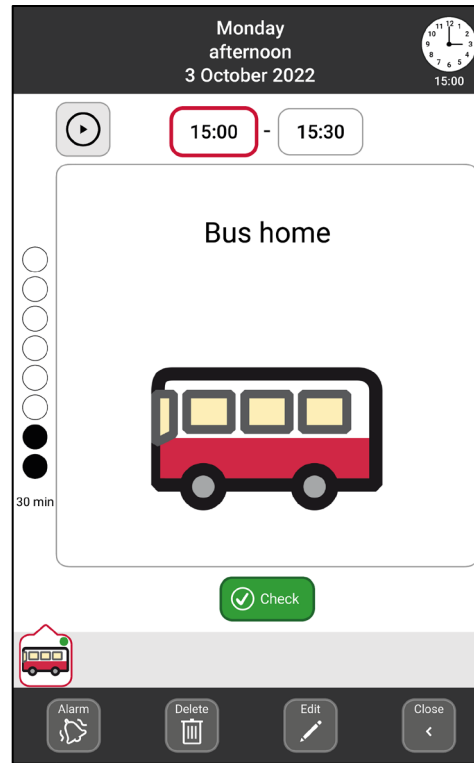
Now the activity is saved and displayed in the calendar.



# Edit or Delete activity

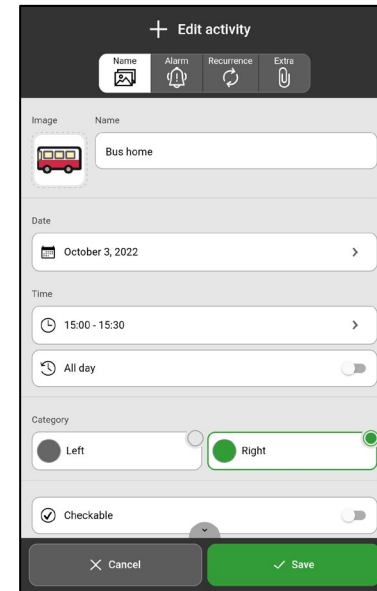


*Tap the activity in the day calendar.*

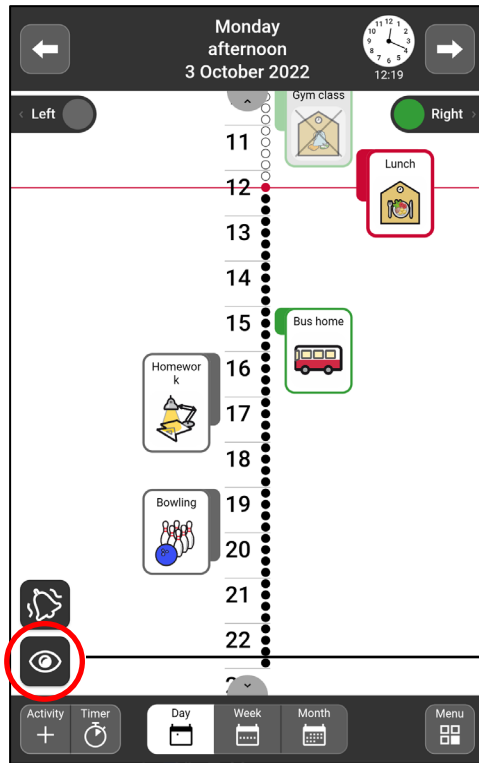


*Tap here to **delete** the activity.*

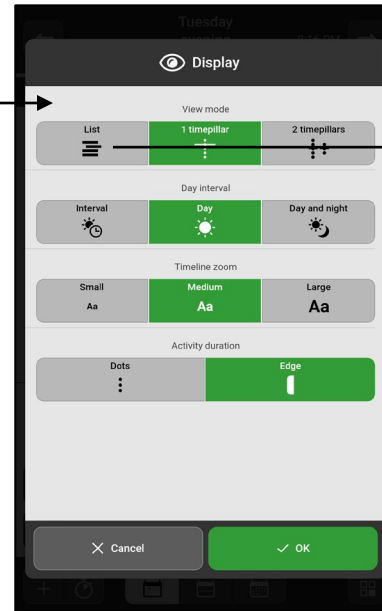
*Tap here to **edit** the activity.*



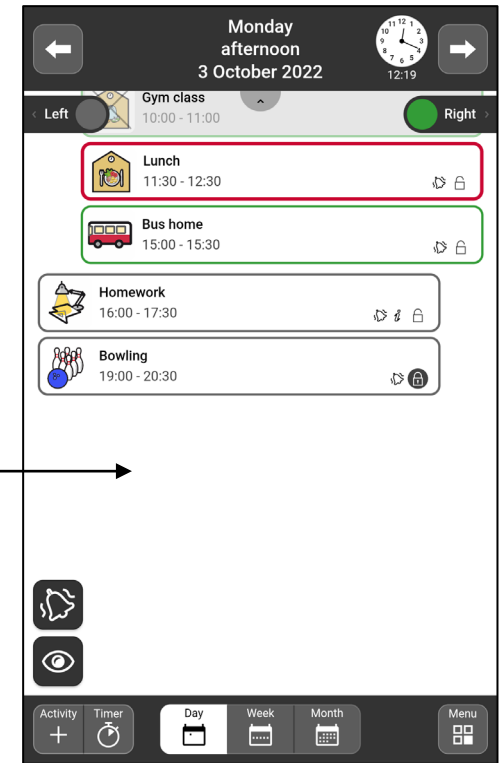
# Switch between time pillar and list



Tap the "eye".



Select "List".



List view.





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Read more at [www.abilia.com](http://www.abilia.com) or scan the QR code with your mobile phone camera to find the latest manuals

